

Document B: Readability and Suitability Checklist for Written Health Education Materials

Title of Material:

Main Topic:

Target Audience:

Developed by:

Date Brochure: Developed Adapted: Date Brochure: Revised Reviewed:

Format of Material: Flyer Brochure Booklet Poster Other:

This material is exempt from review and does not require the Checklist. (See Document B)

Yes, describe why: No

A. CONTENT REQUIREMENTS

	Somewhat Met ¹	Met ²	Not Met ³	NA
1. Non-clinical content is accurate and up-to-date:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Number of concepts/messages is limited to 2-3 per page:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sentences are simple:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Technical terms are defined:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Material is written in an active voice:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Meets 6 th grade reading level requirement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading Level: <input type="text"/>				
Method used: <input type="checkbox"/> Flesh Reading <input type="checkbox"/> Fry <input type="checkbox"/> Gunning Fog <input type="checkbox"/> SMOG <input type="checkbox"/> Other: <input type="text"/>				
7. Material does not use the word "free" in reference to cost sharing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Focuses on specific actions (behaviors):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. LAYOUT REQUIREMENTS

1. Blocks of text are in Serif font and are ≥ 12 point for general audiences or ≥ 14 point for seniors or persons with impaired vision:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. All capital letters are used only for headings, subheadings, and content emphasis, and when grammatically correct:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. There is adequate white space (~30%):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The layout guides the reader with headings, bullets/numbers, font formatting and size:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ A provision is **met** when 85-100% of the material being assessed meets the expected standards or specific criteria.

² A provision is **somewhat met** when 65-84% of the material being assessed meets the expected standards or specific criteria.

³ A provision is **not met** when 0-64% of the material being assessed meets the expected standards or specific criteria.

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- | | Met | Somewhat Met | Not Met | NA |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 5. Main points, phone numbers, and program names are emphasized using bold, boxes, or increased font size: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. There is appropriate contrast between the print and background colors: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

C. VISUAL REQUIREMENTS

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Visuals are relevant to the accompanying text: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Visuals are simple and uncluttered: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. People or equivalent visual presentation of people and activities are representative of the intended audience: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

D. CULTURAL APPROPRIATENESS REQUIREMENTS

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Visuals are culturally appropriate for the intended audience (material is not offensive, does not reinforce stereotypes, and is inclusive in representation): | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Content is culturally appropriate for the intended audience (provides culturally meaningful information such as "how to" advice and examples): | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Topic-specific cultural relevance is reflected where applicable (such as food and exercise habits of the intended audience): | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Materials created by the MCP are available in alternative formats upon request: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

E. FIELD-TESTING

MCP qualified health educator determines if field-testing is needed for this material.

- Was this material field-tested? Yes Month/Year material was field-tested:
 No, Explain why:
- Type of field-testing conducted: Focus Groups Individual Member Interviews
 Community Advisory Committee (CAC) Review Other:
- Total # of participants in focus groups, interviews, or CAC:
- Description of participants (ethnicity, language spoken, disabilities, etc.):
- Summary of field-testing results:

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F. MEDICAL CONTENT REVIEW

MCP qualified health educator determines if material requires clinical review to verify medical accuracy. If not required, check N/A.

	Met	Somewhat Met	Not Met	NA
1. Clinical content is medically accurate:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Clinical content is up-to-date:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Primary Medical Content Reviewer or Medical Review Committee:				
<input type="checkbox"/> Physician				
<input type="checkbox"/> NP/PA/RN				
<input type="checkbox"/> Pharmacist				
<input type="checkbox"/> Other: _____				

G. TRANSLATED/NON-ENGLISH MATERIALS

Keep translation documentation on file for auditing purposes.
This material is available in the following languages (in addition to English):

Arabic Armenian Chinese Farsi Hmong Khmer Korean
 Russia Spanish Tagalog Vietnamese Other (specify): _____

Translation was reviewed by at least one other person who knows the language, besides the translator: Yes No

H. QUALIFIED HEALTH EDUCATOR'S SIGNATURE

Material must be reviewed for readability and suitability standards *at least* every 5 years.

Initial Review Subsequent (5-Year) Review

Material Review and Certification

Approved: If any provisions are marked "somewhat met" and/or "not met", justify why the document was approved. (e.g. there was just 1 "not met" provision and one "somewhat met" provision, and all the other provisions were met; there is little information on the topic, and it sufficiently captures the main points needed on the topic, despite an 11-point font, etc.): _____

Not Approved

My signature below certifies that this material was reviewed, as stated, and if approved, meets DHCS criteria.

Print Name: _____ Title: _____

Signature: _____ Date: _____

DHCS Health Education Consultant (For MCPs without a qualified health educator):

Print Name: _____

Signature: _____ Date: _____